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AUTHOR Van Noate, Judith
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ABSTRACT

This self-paced workbook is designed to help students at the University of North Carolina-Charlotte acquire basic research skills in using a university library. The workbook, which is designed for use by students in English 1101, is divided into four major sections: (1) Introduction; (2) Encyclopedias (e.g., general, specialized, and encyclopedia yearbooks); (3) ALADDIN, the online catalog (includes information on Library of Congress subject headings and ALADDIN commands); and (4) Indexes (covers periodical indexes, providing information on citations, Wilson Indexes, location symbols, locating materials, and newspaper indexes). Each section has an explanation of its purpose and content and all but the first section have a series of exercises. Pre-searched topics are listed for use with these exercises. Concluding the workbook is a library-specific guide to the location of reference materials. (MAB)

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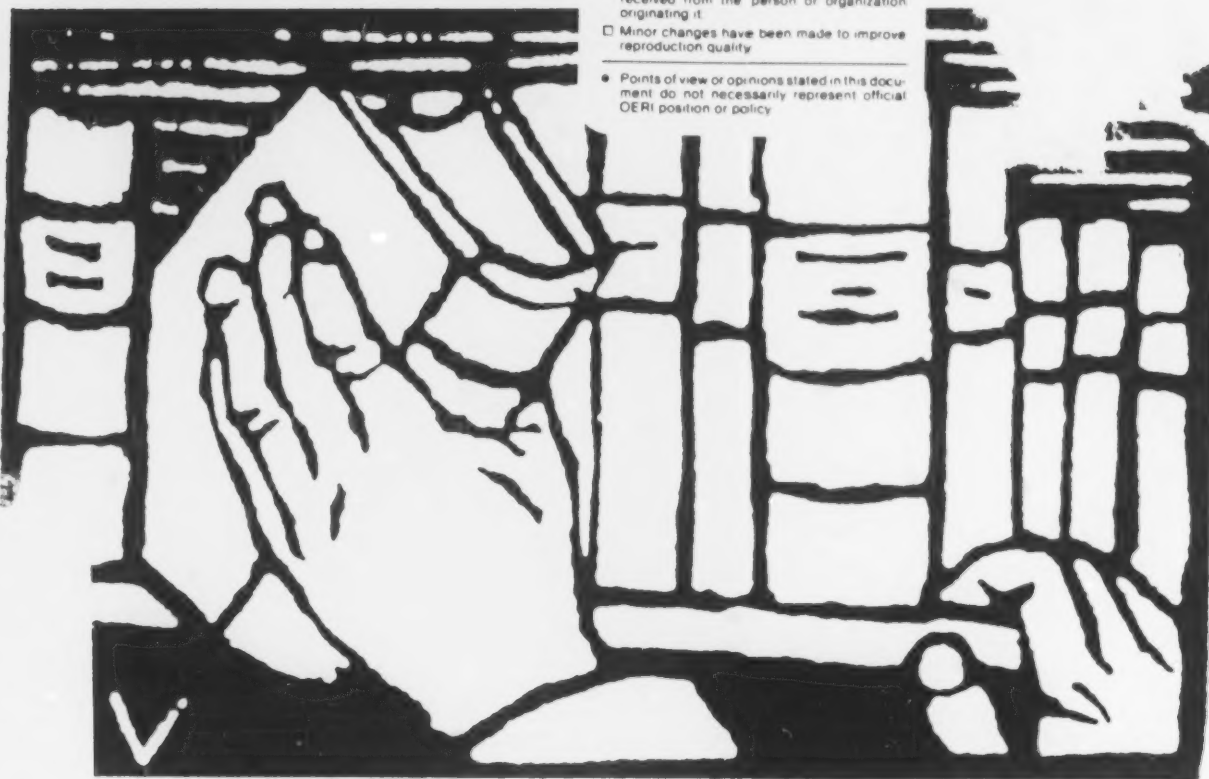
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STRATEGIES FOR SEARCHING

Atkins Library, UNC Charlotte

1991 Edition

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STRATEGIES FOR SEARCHING

A SELF-PACED WORKBOOK FOR LEARNING BASIC LIBRARY SKILLS

1991 Edition

by

Judith Van Noate

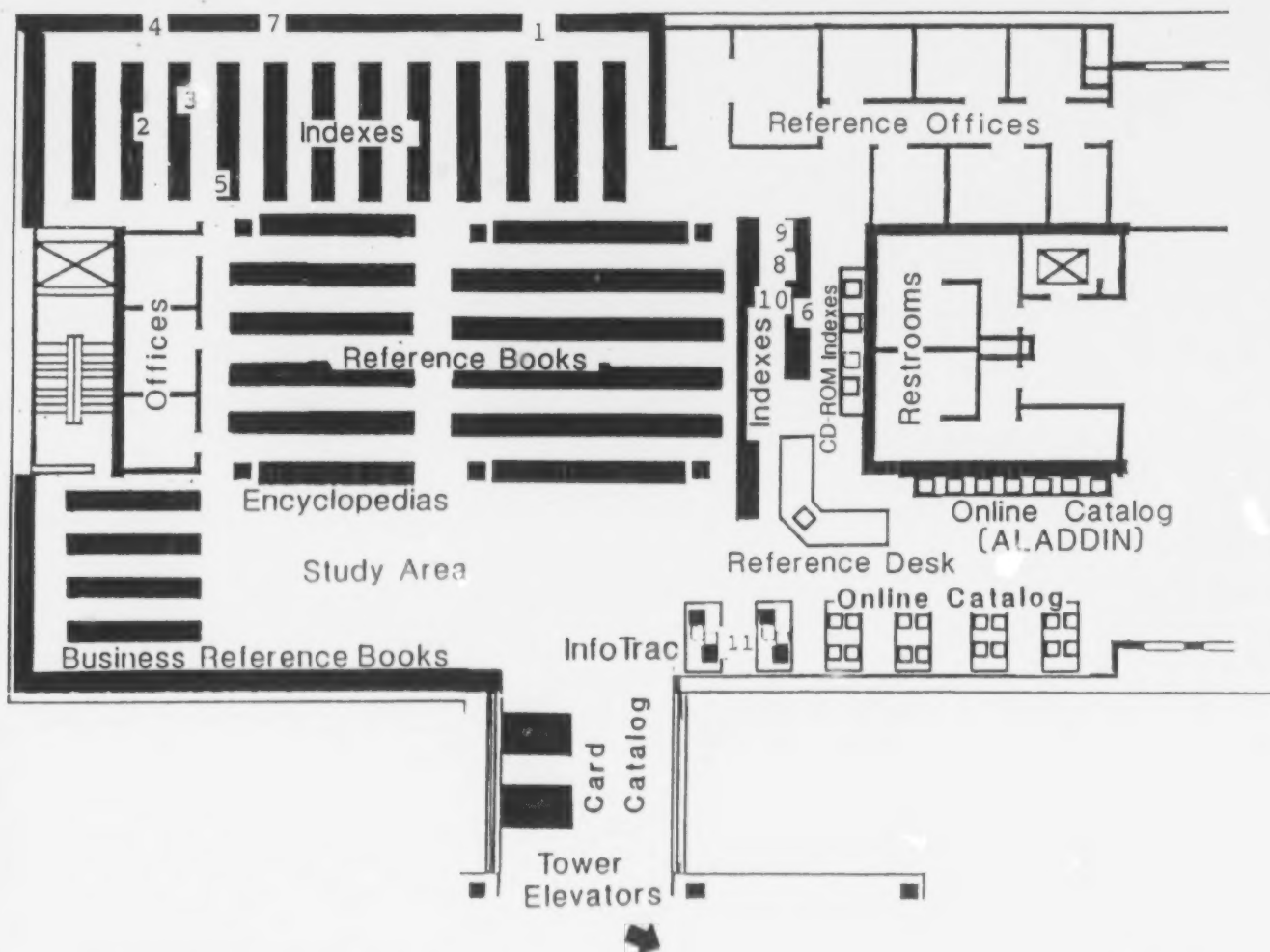
Reference Unit

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Your name

Instructor's Name

Your ENG1101 Section Number



PERIODICAL INDEXES

- | | |
|---|--|
| 1. Applied Science and Technology Index
INDEX Z7913 I7 | 3. Humanities Index
INDEX AI3 R492 |
| 2. Art Index
INDEX Z5937 A78 | 9. Reader's Guide to
Periodical Literature
INDEX AI3 R48 |
| 3. Biological and Agricultural Index
INDEX Z5073 A46 | 10. Social Sciences Index
INDEX AI3 R493 |
| 4. Business Periodicals Index
INDEX Z7164 C81 B983 | 11. InfoTrac |
| 5. Education Index
INDEX Z5813 E23 | |
| 6. Essay and General Literature Index
INDEX AI3 E752 | |
| 7. General Science Index
INDEX Z7401 G46 | |

INTRODUCTION

The purpose of this workbook is to teach you how to do basic library research. Three major sources are covered:

ENCYCLOPEDIAS for "background" information.

ALADDIN, the online catalog, to find BOOKS.

INDEXES to find PERIODICAL ARTICLES.

DIRECTIONS

CHOOSING A TOPIC

The workbook may be used in either of two ways according to your teacher's instructions:

1) Choose a topic from the list printed on page 29. Answer the questions in the workbook using this topic. Note: these topics have been "pre-searched;" you should have little difficulty finding them in each type of information source.

2) Choose a topic according to your teacher's instructions. Note: If this topic is not on page 29, you may need help in deciding which information sources will best answer the questions. Ask for help at the Reference Desk on the first floor.

What is your topic? _____

COMPLETING THE WORKBOOK

There are step-by-step explanations and directions for each type of information source. If you read these carefully, you should be able to complete the workbook by yourself. However, if you have problems with any section, ask the librarian.

Work at your own pace. It will take you about one hour to complete the workbook.

Finish all the questions before you start your research paper.

GIVE COMPLETED WORKBOOKS TO YOUR TEACHER. BE SURE YOU HAVE WRITTEN YOUR NAME, YOUR TEACHER'S NAME AND YOUR ENGLISH 1101 SECTION NUMBER ON THE FIRST PAGE.

A SEARCH STRATEGY

involves deciding which kinds of sources will be best for your particular research needs.

SOME QUESTIONS TO ASK YOURSELF

1. Decide if your topic is:
 - a. Current or recently in the news?
 - b. Historical or biographical?
 - c. Factual or theoretical (about ideas)?
 - d. Controversial or involving differing points of view?
2. How much information do you need?
3. How long is the paper going to be?
4. How much time do you have to complete the paper?

The answers to these questions will help you determine which information sources will be best for your specific assignment.

INFORMATION SOURCES

Information is available in the library in a number of different forms. The most familiar of these are books, encyclopedias, periodicals (which include magazines, journals, newspapers, etc.) and government publications. Other sources are audiovisual materials, manuscripts, and microfilm collections. The library also provides access to a number of computerized data bases.

These sources are not all useful in the same way:

ENCYCLOPEDIAS

If you are not really sure where to start, you can use general or specialized ENCYCLOPEDIAS to locate background or overview information. Encyclopedia articles are generally short, but cover the major aspects of a subject. They may also help you to limit and organize your material. For a current topic they will frequently give a brief history of how it has developed. This is especially true of ENCYCLOPEDIA YEARBOOKS. Some encyclopedias include references to more detailed sources.

BOOKS

Books provide long, in-depth discussions of a subject. Because authors treat topics from a variety of view points, you would probably need to read more than one book to get a balanced coverage. Books are not the best source for very current or recent topics.

PERIODICALS

For recent topics the best source is PERIODICAL or NEWSPAPER ARTICLES. JOURNALS will have the most "scholarly" and detailed information, while MAGAZINES and NEWSPAPERS will cover topics from the popular and factual point of view.

SUBJECT HEADINGS

A subject heading is a term or phrase assigned to books and articles by a cataloger or indexer which categorizes the topic of the material. Atkins Library uses headings assigned by the Library of Congress for the books in its collection. The various encyclopedias and indexes use subject terms chosen by their publishers. Subject headings are not always identical from one source to the next.

If you are working with one of the pre-searched topics (listed on page 29 in this booklet) you should be able to find it in all of the sources in this workbook. If you are working with another subject and having trouble finding it, think of synonyms (words with the same meaning) for your term or phrase.

For example, here are some terms that might be used for tornadoes:

cyclones
storms
winds
wind storm
dust storm
twister

Notice that some of these terms are "broader" or cover more than just the subject tornadoes (storms, winds), and some are more specific (dust storm).

List some synonyms for your topic:

A useful book which lists words and their synonyms or terms that are related is a "thesaurus." You can find a thesaurus in the reference collection on the first floor under the call number REF PE1591 R28 1984, or ask at the reference desk.

ENCYCLOPEDIAS

GENERAL ENCYCLOPEDIAS

A general encyclopedia is frequently the best place to begin research. The articles are written by specialists in the various subject areas. They provide comprehensive introductions to topics and bring together information which has been gathered from a variety of sources. Frequently the articles will have bibliographies (lists of references for further reading) which may help you to extend your research.

Most encyclopedias consist of many short articles in alphabetical order. Some, such as The New Encyclopaedia Britannica, cover topics in considerable detail, while others will only give brief summaries or overviews. In addition, they are not all arranged in the same way. Subject headings may vary. Some encyclopedias have separate index volumes. Since various aspects of your topic may be discussed in more than one article, you will need to use the index in order to find all of the relevant information. Here is a brief description of three of the encyclopedias in the Atkins collection.

Ref	<u>Collier's Encyclopedia</u>
AE	
5	
C683	Medium length articles give an overview of a topic. Maps and illustrations. Multivolume. Index in Vol. 24. No bibliographies.

Ref	<u>Encyclopedia Americana</u>
AE	
5	
E333	Medium length entries, charts, maps, graphic illustrations, etc. There is a short bibliography at the ends of articles. Multivolume. Index in Vol. 30.

Ref	<u>The New Encyclopaedia Britannica</u>
AE	
5	
E363	Divided into <u>Micropaedia</u> (Vols. 1-12) which has short, overview type articles, and <u>Macropaedia</u> (Vols. 13-29) with longer, in depth articles. The longer articles in the latter have bibliographies. You will need to use the two separate <u>Index</u> volumes to find the most comprehensive coverage of your topic. Here is the entry on "tornadoes" from the <u>Index</u> .

tornado 11:853:1a
major ref. in Climate and Weather
16:516:2b, illus. 517 passim
to 519
weather-modification techniques
16:563:2a
for a list of related subjects see
PROPAEDIA: Section 223
tornado day (meteorol.)
occurrence and distribution of
tornadoes 16:518:1b

QUESTIONS

1. Choose one of these general encyclopedias for your topic. Write down its title.

title: _____

Using the encyclopedia's call number (see preceding page) and the map on the inside front cover of this booklet find the encyclopedia.

2. In the index what subject heading for your topic is being used?

3. The topic is listed in Vol. _____ and page(s) _____.

If NOT listed _____ try another encyclopedia. If still not listed, go to the next page.

title _____, Vol. _____,

page(s) _____ of the alternate encyclopedia.

4. Find the main article on your topic (Unless this is the actual topic for a research paper, you do not need to read the whole article).

Do you see any additional subject terms or "see" or "see also" references (Look at the beginning or end of the article.)?

List one: _____

3. Is there a bibliography or a list of references for further searching at the end of the article?

Yes _____ No _____

If yes, write down one of these references.*

*BIBLIOGRAPHIES OR REFERENCES--FORMAT

A reference to a journal article includes: author of article, title of article, name of journal, volume number, date, page(s).

A reference to a book includes: author of book, title of book, place of publication, publisher, year of publication.

ENCYCLOPEDIA YEARBOOKS

If your topic is current or related to a specific date or year (since 1944), ENCYCLOPEDIA YEARBOOKS are a good place to find background information. These annual volumes sum up the year's significant events in areas of politics, science and technology, the arts, business, social issues, etc. Use the index in the back of each volume to find entries on your topic. Atkins Library has:

Ref Encyclopaedia Britannica Book of the Year
AE 1944-
E364

The index entry in the most recent volume gives the year of the volume which has an article on your topic.

Ref Encyclopedia Americana
AE 1955-
5
A55

QUESTIONS

1. Look up your topic in the index of one of these yearbooks.

Write the title of the yearbook _____

_____ and year _____ of the one you choose.

What subject heading is used for your topic?

2. The topic is listed on page(s) _____,
NOT listed _____ ; if not listed go to the next page.
3. Is there a bibliography or list of references at the
end of the article? _____

Write down one of these references.

SPECIALIZED ENCYCLOPEDIAS

In addition to general encyclopedias, which cover subjects from all areas of knowledge, there are a number of SUBJECT ENCYCLOPEDIAS. Here you will find articles which are more detailed and cover topics much more thoroughly. Some of the specialized encyclopedias in Atkins Library's collection are:

Ref	<u>Cassell's Encyclopedia of World Literature</u>
PN	
41	This two volume set contains histories of
C3	literature, biographies of important writers,
1973	etc. Brief entries.

Also: although not called encyclopedias, there are numerous additional sources for background information on literary topics. The Oxford Companion to English Literature (Ref PR19 D73 1985) and The Oxford Companion to American Literature (Ref PS21 H3 1983) as well as other "Oxford Companions" are especially useful. See a reference librarian for additional information if you are working on a topic in literature.

Ref	<u>Encyclopedia of Banking and Finance</u>
HG	
151	A one volume encyclopedia with short to
M8	medium entries. Some have references. Index
1983	on pp. 1007-1024.

Ref	<u>Encyclopedia of Black America</u>
E	
185	This encyclopedia covers the "past and
E55	present life and culture of Afro-Americans."
	Good source for brief biographical
	information. Illustrated. Subject index.

Ref	<u>Encyclopedia of Crime and Justice</u>
HV	
6017	This four volume encyclopedia has articles on
E52	"criminal behavior and the responses of
1983	to it." The articles vary in length and
	include extensive bibliographies. Indexed
	in Vol. 4.

Ref	<u>Encyclopedia of Philosophy</u>
B	
41	Articles dealing with all major aspects of
E5	philosophy, (history, theory, biography,
	etc.). Length of articles vary. Extensive
	bibliographies. Multivolume. Index in
	Vol. 8.

Ref Encyclopedia of Psychology
 BF
 31 Short articles on psychology-related subjects
 E52 and persons. A name index, a subject index,
 1984 and complete citations to bibliographic
 references are in volume 4.

Ref The Encyclopedia of Religion
 BL
 31 Articles dealing with topics in all major
 E4b areas of religious studies (history, theory,
 1987 sociological and cultural aspects, biograp-
 ical, etc.). Multivolume. Index in Vol. 16.

Ref Encyclopedia of Social Work
 HV
 35 A two-volume encyclopedia, useful for social
 S6 work-related topics such as divorce,
 18th abortion, child abuse, the elderly, drug
 abuse, etc. Subject index in volume 2.

Ref Encyclopedia of World Art
 N
 31 A major multivolume encyclopedia with
 E4833 long, in-depth articles. Artists' bio-
 graphies, discussions of styles and
 movements, as well as overviews of major
 cultural groups in relationship to their
 artistic contributions. Maps, line drawings,
 color plates. Index in Vol. 15.

Ref Europa Yearbook (use for countries)
 JN
 1 This is the most current or up to date source
 E85 for information on countries. It has
 excellent introductory surveys. Articles are
 several pages long and contain sections on
 recent history, government, economic affairs,
 as well as extensive statistical information.

Related titles include:

Africa South of the Sahara (Ref DT351 A37)

The Far East and Australasia (Ref DS1 F3)

The Middle East and North Africa (Ref DF49
 M5)

South America, Central America and the
 Caribbean (Ref Fl401 S68)

Ref	<u>International Encyclopedia of the Social</u>
H	<u>Sciences</u>
40	
A2	This encyclopedia has long articles which
I5	discuss subjects in terms of their social
	aspects. Multivolume, bibliographies.
Ref	<u>McGraw Hill Encyclopedia of Science and</u>
Q	<u>Technology</u>
121	
M3	Discusses science topics in depth. Many
1987	useful charts and illustrations.
	Multivolume, with yearly supplements.

QUESTIONS

1. Which of these specialized encyclopedias is appropriate for your topic?

Title: _____

Call number: _____

NOTE; IF NONE OF THESE SPECIAL ENCYCLOPEDIAS IS APPROPRIATE FOR YOUR TOPIC, ASK AT THE REFERENCE DESK FOR HELP. We have many more specialized encyclopedias.

Locate the encyclopedia (They are all in the "reference book" collection on the first floor).

2. What subject heading is used in the index?

The topic is listed in Vol. _____ on page(s) _____.

Turn to the article.

3. Are there "see" or "see also" references?

List one: _____

4. Is there a bibliography or list of references?

If YES _____ list one reference.

BOOKS

There are two sources for locating a book owned by Atkins Library: ALADDIN (the on-line catalog) and the card catalog. Records for all materials acquired since 1976 are only in ALADDIN. The card catalog contains records for materials acquired before 1976. Because the majority of Atkin's holdings are in the computer (about 85%), this workbook will concentrate on introducing you to searching for books on-line. However, to see complete holdings you would have to use both catalogs.

Books may be searched in either catalog by author, title and subject. For example: the book Thunderstorms, Tornadoes, and Building Damage by Joe Eagleman, which is about "tornadoes," can be located by its author (Eagleman, Joe), its title (Thunderstorms, Tornadoes, and Building Damage or its subject (TORNADOES).

Searching by author and title are relatively simple:

Author search: Enter a/ followed by the author's name
 (last name, first initial)
 Example: a/eagleman j

Title search: Enter t/ followed by the title. Omit
any leading articles: THE, A, AN, LA,
L', DER, etc.)
Example: t/thunderstorms tornadoes
 and building damage

Note: you do not need to use uppercase (capital) letters or punctuation such as commas and colons. The computer ignores them.

THE SUBJECT SEARCH

Because searching ALADDIN by subject is potentially more complicated than searching by author or title, the rest of this section of the workbook will concentrate on the subject search.

LIBRARY OF CONGRESS SUBJECT HEADINGS

Both ALADDIN and the card catalog are accessed with controlled subject terms (see page 3). These terms, called subject headings, have been chosen as "preferred" or "authorized" for use in library catalogs by the Library of Congress and are standard in libraries throughout the United States. To find correct terms for your subject, and also related terms which may help you to expand, narrow or clarify your search, use Library of Congress Subject Headings (the large red books kept near the ALADDIN terminals and at the reference desk. There are 3 volumes). IF YOU HAVE TROUBLE FINDING YOUR TERM ASK A LIBRARIAN TO HELP YOU.

Looking up "tornadoes" in Library of Congress Subject Headings you will find this entry:

Tornadoes (May Subd Geog)
 QC955-QC955.5,
 UF Twisters (Tornadoes)
 BT Storms
 NT Tornado warning systems

The term "tornadoes" appears in boldface (heavy, dark) letters because it is the correct subject heading to use for this topic.

Symbols used in Library of Congress Subject Headings:

BOLD PRINT authorized term

UF used for, the terms under UF are not used,
 USE gives the preferred term

BT broader term

RT related term

NT narrower term

SA see also

- subheading to be added to the main term

-- 2nd subheading which may be added to the 1st
 subheading.

Note: Library of Congress Subject Headings usually uses the plural form of a word--for example: tornadoes not tornado.

Although proper names for people and places, etc., are not included in Library of Congress Subject Headings, they can be used as subjects in ALADDIN or the card catalog. Therefore, if you are looking for books about a person go directly to ALADDIN. Example: a book about Benjamin Franklin would be found using s/franklin b.

s/franklin b

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - - - - QUALIFYING SUBJECTS

1. Franklin, B. (Benjamin), 1706-1790.
2. Franklin, Ben. 1706-1790.
3. 46 Franklin, Benjamin. 1706-1790.
4. 2 Franklin, Benjamin. 1706-1790. Autobiography.
5. 3 Franklin, Benjamin. 1706-1790 -- Bibliography.
6. 1 Franklin, Benjamin. 1706-1790 -- Exhibitions.
7. 1 Franklin, Benjamin. 1706-1790 -- Family.
8. 2 Franklin, Benjamin. 1706-1790 -- Fiction.

Note: Atkins Library does not have books on all of the Library of Congress subjects. If we do not have a book, ALADDIN will give you a message that reads "NO QUALIFYING ENTRIES FOUND--PLEASE ENTER NEW COMMAND." If this happens use a broader term. (listed beside or under BT in Library of Congress Subject Headings). All of the pre-searched topics are in ALADDIN as given.

QUESTIONS (be sure to read page 11 carefully before answering these questions)

1. Look up your topic in Library of Congress Subject Headings. If you find it in boldface letters it is the correct form to use. If it is not in boldface, you will find a "USE" reference; this will be the correct form to use.

List the correct subject heading: _____

This subject is in Vol # _____ on page # _____.

2. Are there any SA, RT, or NT (see also, related, or narrower) references? Yes _____ No _____

List one of these: _____

3. Are there any BT (broader) subject headings? _____

List one of these references: _____

4. Are there any UF references (terms that are not used)?

YES _____ NO _____

If there are UF references, remember that these terms are not used.

ALADDIN COMMANDS

Author Search	Enter A/ followed by the author's name (last name, first initial) EXAMPLE: A/Hemingway E
Title Search	Enter T/ followed by the title. Omit any leading articles: THE, A, AN, LA, L', DER, etc.) EXAMPLE: T/Sun also rises
Subject Search	Enter S/ followed by the Library of Congress Subject Heading EXAMPLE: S/child abuse
Novice Search	Enter a question mark (?). By following the directions you see on the screen, you can teach yourself how to use ALADDIN.
Keyword Search	Enter W/ followed by one word. EXAMPLE: W/child
Boolean Search	You can combine two words which you entered as w/ by using what is known as boolean commands. Boolean is a computer term which was named after the person who invented this system--George Boole. You enter the number which the computer has given to your first word search (this will be 1) and the number given to your second word search (this will be 2). In other words: You enter w/your first word. You enter w/your second word. You have to wait while the computer looks for the words. Then enter B/1 and 2 The computer will display books that have both of these words somewhere in their records. Boolean searching is useful when you can not find a correct subject heading in <u>Library of Congress Subject Headings</u>.

PRESS THE RETURN KEY AFTER EACH COMMAND

If you have trouble finding your subject or using ALADDIN ask a reference librarian to help you.

ALADDIN EXAMPLES

To find books about "tornadoes" in ALADDIN you type in:

s/tornadoes

and push the "return" key. This will bring up a screen of subject headings on tornadoes. Remember: ALADDIN does not distinguish between upper case (capital) and lower case (small) letters, you can use either. You can also leave out punctuation within subject headings.

s/tornadoes

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - - - - QUALIFYING SUBJECTS
1. 9 Tornadoes.
2. 1 Tornadoes -- Congresses.
3. 1 Tornadoes -- Juvenile literature.

Enter new command or line # of selection or HELP

You are now asked to enter the LINE # for the subject of your choice. If we enter #1 from this example we will get the first three of nine entries on "tornadoes."

1

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - PUBLICATIONS ON SELECTED SUBJECT
9 Subject: Tornadoes.

1. MAIN TITLE - Hurricanes and twisters, by Robert Irving [pseud.]
Foreword by Ernest J. Christie. Illustrated by Ruth Adler,
AUTHOR ----- Adler, Irving.
EDITION ----- [1st ed.]
PUB. DATA -- New York, Knopf [1955]
2. MAIN TITLE - Hurricanes, storms, and tornadoes : geographic
characteristics and geological activity / D.V. Nalivkin :
AUTHOR ----- Nalivkin, D. V. (Dmitrii Vasilevich), 1889-
PUB. DATA -- Rotterdam : A.A. Balkema, 1983.
3. MAIN TITLE - Outdoor tornado shelters for residential areas, by
Michele G. Melaragno.
AUTHOR ----- Melaragno, Michele G.
PUB. DATA -- Manhattan, Kan., K-State Printing Service, Kansas State
Enter NS for next screen

Enter new command or line # of selection or HELP

To see additional titles enter NS.

Next, to see the location, call number, and status of the book of your choice, you again need to enter a LINE #. Entering LINE # 5 from the 2nd screen of titles you will get:

5

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - - - - ITEM SCREEN

Call Number - QC955 .E33
Author ----- Eagleman, Joe R.
Title ----- Thunderstorms, tornadoes, and building damage / Joe R. ...
Item Number - 1000088894
Copy Number - 1 HISTORICAL DATA
Location ---- TOWER Entry date into system: 26Jan84
Loan Period - 0999 Circulation count to date 19
Status: AVAILABLE
Enter new command or HELP for assistance

This brings up the ITEM SCREEN which gives you:

Call number: The number QC955 E33 which has been assigned to this book from the Library of Congress classification system.
Books are shelved by these numbers.
Location: TOWER (can be checked out)
REFERENCE (1st floor, use in library)
ON RESERVE (2nd floor, use in library)
Status: AVAILABLE (not checked out)
CHECKED OUT (gives date due back)
NON-CIRCULATING (for reference items)

To find out more about this book you can enter ca. This will bring up the BIBLIOGRAPHIC SCREEN, which shows the same information you would find on a catalog card. This may help you to determine additional subject headings. Here is the BIBLIOGRAPHIC SCREEN for the book by Joe Eagleman:

ca

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - - - - BIBLIOGRAPHIC SCREEN

CALL NUMBER : QC955 .E33
AUTHOR : Eagleman, Joe R.
TITLE : Thunderstorms, tornadoes, and building damage / Joe R. Eagleman, Vincent U. Muirhead, Nicholas Willems.
PUB. DATA : Lexington, Mass. : Lexington Books, [1975]
DESCRIPTION : xx, 317 p. : ill. ; 24 cm.
NOTE : Includes bibliographical references and index.
SUBJECT : Tornadoes.
SUBJECT : Thunderstorms United States.
SUBJECT : Building failures.
ADDED ENTRY : Muirhead, Vincent U.
ADDED ENTRY : Willems, Nicholas.

Enter C for circulation information

QUESTIONS

Write the Library of Congress subject heading for your topic: _____

Using the examples on the preceding page as a guide, go to an ALADDIN terminal. Enter s/ followed by your topic. Press the RETURN key. This will call up a screen showing a list of subject headings. On LINE # 1 you will see your subject. The other lines (if any) will include subdivisions.

Press LINE # 1 and strike RETURN. You will now see a list of three or four titles on the PUBLICATIONS ON SELECTED SUBJECT screen (Note: If there is only one book, the computer will go directly to an ITEM SCREEN.)

From the PUBLICATIONS ON SELECTED SUBJECT screen give the following information:

1. The title of the book: _____

2. The main author: _____

If no author is listed _____ go to the next question.

3. The publication data (Pub. data, ie. place, publisher and date--always in this order):

place: _____

publisher: _____

date: _____

Now enter the LINE # of the book you selected. This will bring up the ITEM SCREEN or the BIBLIOGRAPHIC SCREEN.

4. Did you retrieve an ITEM SCREEN?

If NO ____ go to question 5.

If YES ____ give the following information:

a. Call number: _____

b. Location: _____

c. Status: _____

5. Enter CA to call up the BIBLIOGRAPHIC SCREEN. Look at the bottom of this screen for a list of additional subject headings under which this book can be found. These will be in all capital letters beside the word SUBJECT.

Note: some records will only show one subject heading-- the one you began with. Others may be more than one screen long; for these, the screen will tell you to enter "ns" for more (do not use the " marks).

Give one additional subject heading: _____

If you were not able to answer the questions in 4 on the preceding page, you may now enter c for CIRCULATION INFORMATION. Answer the questions in 4 before continuing with the workbook.

CALL NUMBERS or HOW TO FIND A BOOK ON THE SHELF

Books in Atkins Library are shelved by the Library of Congress classification system. Each book has its own unique call number.

LOCATION GUIDE

Letters refer to the beginning letters of call numbers.

	10th Floor	Rare Books Manuscripts University Archives
	9th Floor	Tower Q - Z
	8th Floor	Tower P-N - PZ
	7th Floor	Tower L - PM
	6th Floor	Tower H - J
	5th Floor	Tower BC - GV
	4th Floor	Tower A - B
	3rd Floor	
Documents Desk Government Documents Periodicals Microforms Area Library Administration Acquisitions	2nd Floor	Tower K Federal Documents
Circulation Desk Reference Desk Reference Books Cataloging	1st Floor	Reserve Reading CIMC-NASA RTRC
Ground Floor	Elevators	Ground Floor

On which floor will you find the book you chose for the ALADDIN section of this workbook (See your answer for 4. a. on page 16)?

Note: you do not have to get the book from the shelves to complete the workbook.

PERIODICAL INDEXES

Periodicals--also called magazines or journals or serials--are excellent sources for current information in all subject areas.

Periodical indexes locate the articles that have appeared in the various magazines and journals. They are usually arranged alphabetically by subject and, sometimes, by author. Some are general and cover a broad range of topics, others are limited to specific fields.

Here is the index entry on "tornadoes" from The General Science Index:

Tornadoes

See also

Storms

- Bennettsville, South Carolina--a prepared community. J. Campbell. il *Weatherwise* 37:142 Je '84
Carolina tornadoes kill 59. D. E. Witten. il maps *Weatherwise* 37:140-1+ Je '84
Funnel cloud illuminated by lightning? R. G. Beebe. il *Weatherwise* 37:152-3 Je '84
The man who chases tornadoes; for David Hoadley and his kind, zeroing in on twisters is the ultimate experience. M. Long. il *Sci Dig* 92:66-9+ My '84
On the formation of particle sheaths in columnar vortices. J. T. Snow. bibl il *J Atmos Sci* 41:2477-91 Ag 15 '84
The tornado. J. T. Snow. bibl il map *Sci Am* 250:86-90+ Ap '84
Tornado timber: a hole in the wall. I. Peterson. il *Sci News* 126:69 Ag 4 '84
Tornadoes cause record number of fatalities. E. W. Ferguson and others. il maps *Weatherwise* 38:20-5+ F '85

Tornadoes

See also

Storms

Waterspouts

- Doppler radar: the speed of the air in a tornado. H. R. Crane. bibl il *Phys Teach* 27:212-13 Mr '89
Exploding a myth. il *Discover* 9:6+ Je '88
Lightning rates relative to tornadic storm evolution on 22 May 1981. D. R. MacGorman and others. bibl il map *J Atmos Sci* 46:221-50 Ja 15 '89
Plausibility of substantial dry adiabatic subsidence in a tornado core. R. L. Walko. bibl il *J Atmos Sci* 45:2251-67 Ag 15 '88
Rugged Rocky Mountain tornado; forest-flattening twister climbs the Continental Divide. T. T. Fujita. il maps *Weatherwise* 41:80-3 Ap '88
Storm chasing in northern Utah. Who needs tornadoes? R. Conn. il maps *Weatherwise* 41:84-8 Ap '88
Tornado disaster--Texas. bibl *J Am Med Assoc* 260:1364 S 9 '88
Tornadoes: slow start, fast finish; the weather of 1988. E. W. Ferguson and others. il maps *Weatherwise* 42:28-35 F '89

For some entries you will find topical subdivisions which are used for various aspects of a topic, or geographic subdivisions, which are used when topics relate to a specific country.

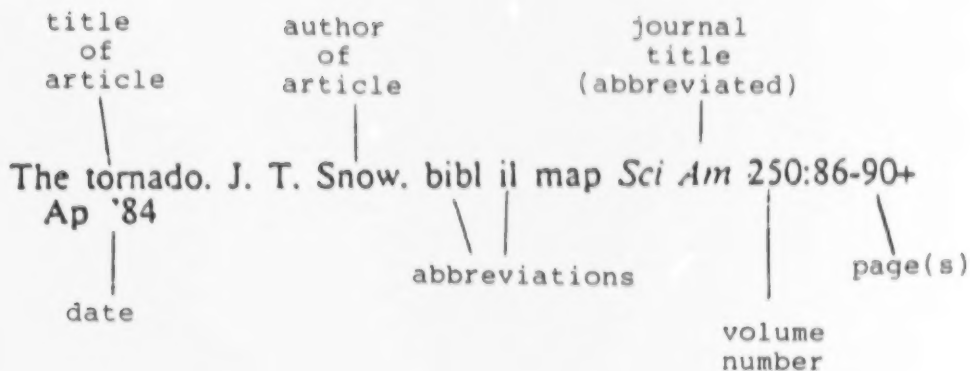
This workbook presents only a few specialized indexes. Atkins Library has many others which cover nearly every area of study. If you need one which is not mentioned here to complete your research paper or to do advanced research in the future, ask a reference librarian for help.

Subject headings in indexes may differ from your original or Library of Congress subject. Remember to try various synonyms (see page 3) if you have trouble finding your topic.

CITATIONS

Entries under subject headings in indexes are called bibliographic citations. The citation includes:

author(s) of article
title of article
journal title (usually abbreviated--
a list of abbreviations is located
in the front of the index volume)
volume number, and if available, issue
number of the journal
page(s) on which the article appears
date of the issue in which the article
appeared



The citation may also include abbreviations which indicate that the article has a bibliography (bibl) or that it is illustrated (il), etc. These are explained in the front of each volume of the index in the section, "Abbreviations." "Abbreviations of Periodicals Indexed," also in the front of the index, gives the full titles of periodicals. Here is an example from General Science Index.

Sci 86 — Science 86
Sci Am — Scientific American
Sci Dig — Science Digest

WILSON INDEXES

The following periodical indexes are useful for researching topics in a wide variety of fields. All of them have been published by the H. W. Wilson company, and follow the same format. Read the descriptions and decide which of these indexes will be most useful for your topic. A series of questions on using indexes follows the descriptions.

- | | |
|-------|--|
| INDEX | <u>Applied Science and Technology Index</u> |
| Z | 1944- |
| 7913 | |
| I7 | An index to approximately 400 English language periodicals in the physical and engineering sciences. Useful for topics in computer science, etc. |
| | |
| INDEX | <u>Art Index</u> |
| Z | 1929/32- |
| 5937 | |
| A78 | An author/subject index to journal articles, yearbooks, and museum bulletins. Subject areas include archaeology, architecture, art history, city planning, fine arts, photography, film, etc. |
| | |
| INDEX | <u>Business Periodicals Index</u> |
| Z | 1958- |
| 7164 | |
| C81 | |
| B983 | A subject index to English language periodicals in the fields of accounting, advertising and public relations, banking, communications, economics, finance, industrial relations, insurance, international business, management and personnel administration, marketing, occupational safety, etc. |
| | |
| INDEX | <u>Education Index</u> |
| Z | 1929- |
| 5813 | |
| E23 | A subject index to English language periodicals in the field of education. Selected yearbooks and monographs are also indexed. |

- INDEX General Science Index
 Z 1978-
 7401
 G46 A subject index to English language
 periodicals in the physical and life
 sciences, medicine, health, nutrition,
 and psychology.
- INDEX Humanities Index
 AI 1974-
 3
 R492 This is an index to English language
 periodicals dealing with humanities topics
 including literature, performing arts, etc.
 Author and subject entries are in one
 alphabet. Quarterly with yearly cumulations.
 Former titles--International Index, Social
 Sciences and Humanities Index (INDEX AI E R49
 1907-).
- INDEX Reader's Guide to Periodical Literature
 AI 1900-
 3
 R48 A cumulative author/subject index to popular
 magazines published in the United States.
 May be especially useful for timely or
 newsworthy topics. Note: Articles indexed in
 Reader's Guide may not be acceptable for some
 research assignments; use another index if
 your research requires professional journal
 articles.
- INDEX Social Sciences Index
 AI 1974-
 3
 R493 Cumulative index to English language
 periodicals. Subject and author entries to
 periodicals in fields of anthropology,
 political science, sociology and related
 topics. Use for topics involving human
 relations, and human behavior. Former titles
 International Index, Social Sciences and
 Humanities Index (INDEX AI 3 R49, 1907-).

QUESTIONS

Decide from the preceding descriptions which periodical index would be most likely to have information on your topic.

Check the one you choose:

Give:
Volume Year Page

☐	<u>Applied Science and Technology Index</u>	☐	☐	☐
☐	<u>Art Index</u>	☐	☐	☐
☐	<u>Business Periodicals Index</u>	☐	☐	☐
☐	<u>Education Index</u>	☐	☐	☐
☐	<u>General Science</u>	☐	☐	☐
☐	<u>Humanities Index</u>	☐	☐	☐
☐	<u>Reader's Guide to Periodical Literature</u>	☐	☐	☐
☐	<u>Social Sciences Index</u>	☐	☐	☐

Using the map on the inside front cover and the appropriate call number, find the index in the reference area on the first floor. You may use any volume (year) of the index to answer the questions. However, Atkins library is more likely to have the periodicals indexed in recent volumes. Also, you may have to look in more than one volume to find your topic.

1. What subject heading is used in this index for your topic? _____
2. Is there a "see" reference to the correct heading? _____
Correct heading if different from above _____
3. Are there any "see also" references to related subject headings?
If YES _____ give one related term. _____

Are there topical subdivisions under the subject heading you are using ?

If YES _____ write one of these topical subdivisions.

5. Are there geographic subdivisions (names of states, countries, etc.) under this subject heading?

If YES _____ write one of these geographic subdivisions.

6. For the periodical article you chose, give the following information:

a) title of article _____

b) author(s) _____

c) title of journal or abbreviation of journal title

(Note: in the most recent Reader's Guide to Periodical Literature, titles are no longer abbreviated.)

d) volume of the journal _____

e) date of the article _____

f) pages of the article _____

7. Look in the front of the index to "Abbreviations of Periodicals Indexed" (You won't need to do this for recent volumes of Reader's Guide). What is the full title of the periodical you have chosen?
- _____

8. Now find the "Abbreviations" list in the front of the index. What do these abbreviations mean?

bibl _____ + _____

il _____ Wint _____

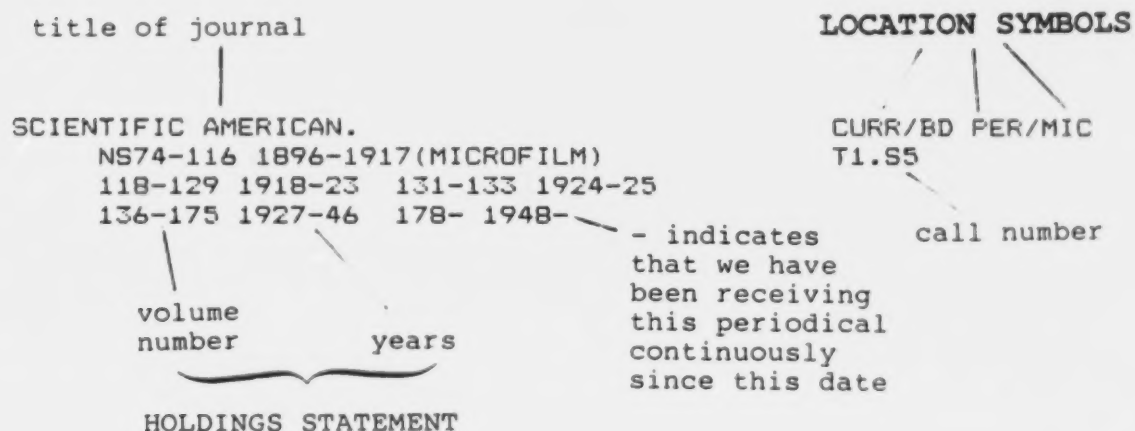
P.A.S.L. Periodicals and Serials List

P.A.S.L. is a computer printout listing of all periodicals and serials owned by Atkins Library. Look here to see if the library has the periodical you need.

There are two versions of P.A.S.L. The large BLUE covered P.A.S.L. was last printed in the spring of 1990. It will never be updated. However, it is easier to use than the new GREEN covered version and is also more complete. The GREEN version will be updated and has some new titles and cataloging information for titles which have been recently added to the library's collection. Start with the BLUE one.

Periodicals are listed alphabetically by title or by issuing organization. Each entry gives information on the volumes and years of a journal owned by the library, the format in which it appears, and the call number. P.A.S.L. copies are located on the first floor near the indexes and on the 2nd floor in the periodicals collection.

Example:



LOCATION SYMBOLS (format in which the periodical is kept)

- CURR: Current year issues of the periodical
- BD PER: Older issues which are in BOUND PERIODICAL format
- MIC: MICROFICHE or MICROFILM volumes of a periodical. These are arranged by call number in metal cabinets in the documents area of the second floor (see map).

The map on the inside back cover explains where these different periodical formats are kept.

If you haven't already done so, read page 24 carefully before answering these questions.

QUESTIONS (Use the BLUE covered P.A.S.L. to answer these questions). If you don't find it in the blue covered P.A.S.L., check the green covered P.A.S.L.

1. Write the full title of the periodical which has an article on your topic (from question 6 or 7 on page 23 of this booklet):

2. Is this title in P.A.S.L? YES _____ NO _____

Does Atkins Library own the volume and year which you need (check the holdings statement under the periodical's title in P.A.S.L.).

If YES _____ go to question 4.

If NO _____ the library does not have the periodical. You will now have to go back to the index you chose for your topic. Look for another appropriate article which the library does have. When you find one complete question 3:

3. Write the full citation (title of article, author(s), title of journal, volume number, pages, date) for this article:"

4. What volumes and years of the periodical does Atkins Library have? This is the HOLDINGS STATEMENT underneath the title in P.A.S.L.

Example:

SCIENTIFIC AMERICAN.

NS74-116 1896-1917(MICROFILM)
118-129 1918-23 131-133 1924-25
136-175 1927-46 178- 1948-

CURR/BD PER/MIC
T1.S5

Give the complete information:

5. What location symbols are given? _____

6. What is the periodical's call number? _____

LOCATING THE PERIODICAL ON THE SHELF

To find a periodical on the shelf you need its call number, and the format for the date of the issue you need. This information is available in P.A.S.L.

All periodicals with the location symbols CUR/BD PER are shelved in the periodicals collection on the 2nd floor. If the location symbols are CURR/MIC or CURR/BD PER/MIC, part of the issues are on microfiche or microfilm. The holdings statement indicates which volumes and years are in these formats. Microforms are located near the periodicals desk on the 2nd floor (See the map on the inside cover of this booklet.).

All periodicals are shelved by call number and date. The call number remains the same regardless of format.

QUESTIONS

1. Using the date of the issue you need (see your answer for 6.e. on page 23) and the information in the holdings statement in P.A.S.L., what is the format for the SPECIFIC ISSUE you need?

Note: ONLY ONE ANSWER IS CORRECT.

- _____ current
- _____ on microfilm
- _____ on microfiche
- _____ bound

NEWSPAPER INDEXES

Newspapers are excellent sources for information on topics that are current. They are also a good place to go for book reviews and criticism of the visual and performing arts.

The library has several indexes to major United States newspapers. These include paper indexes to the New York Times (INDEX AI 21 N452, 1851 to the present, the Wall Street Journal (INDEX HG 1 W26, 1955 to the present), the Christian Science Monitor (INDEX AI 21 C46, 1956 to the present), the Washington Post (INDEX AI 21 W38, 1983 to the present), and the Raleigh News and Observer (INDEX AI 21 N53, 1967 through 1981--part of this is printed and kept on the 1st floor, part of it is on microfiche, which is kept on the 2nd floor). There is no current index to the Charlotte Observer.

In addition, the library has the National Newspaper Index. This is part of the InfoTrac computer system, which is located across from the reference desk. You will be using this index to answer the questions in the workbook.

DIRECTIONS

Go to an InfoTrac terminal. Press the WHITE "start" key (top left of keyboard).

You will see a screen which reads:

CHOOSE THE IAC DATABASE YOU WISH TO SEARCH

National Newspaper Index	1985 - [month] 1990
General Periodicals Index-A	1985 - [month] 1990

(NOTE: FOR THIS EXERCISE CHOOSE
NATIONAL NEWSPAPER INDEX.)

National Newspaper Index should be "highlighted" with an orange stripe. Press the large RED search/enter key.

Type in your topic (Note: Both InfoTrac databases use Library of Congress Subject headings. You may use the topic you listed on page 12 of this workbook.

After you enter your subject you may see a statement which reads:

There are a large number of references under this subject. To narrow your search, you may enter a subheading.

Ignore this. Press the red enter key.

You can now either search on the main term or "scroll down" through the subheadings by using the down arrow ↓ key on the right side of the keyboard until you see a subheading which is appropriate for your topic. Press the red search/enter key again to find citations on your topic.

Here is an example:

TORNADOES
-North Carolina

Twisters rip N. Carolina; 4 killed, scores injured. (tornadoes) by Morris S. Thompson il 24 col in. vlll The Washington Post Nov 29 '88 pA3 col 1

LIBRARY SUBSCRIBES TO JOURNAL

The citation includes: the title of the article, the author, abbreviations such as "il" (illustrated), the length of the article expressed in "col in" (column inches) the volume number (v), title of the newspaper, date, section, page. Note: for the New York Times it gives the page numbers for the Late (L) and National (N) editions. Atkins library takes the Late edition. For the Wall Street Journal it gives the pages for the Eastern (E) and Western (W) editions. The library takes the Easter edition.

QUESTIONS (be sure you are in National Newspaper Index)

1. Under what subject heading do you find your topic?

2. Is there a "see also" reference?

If YES ____ write one "see also" term: _____

Are there topical subdivisions under this subject heading?

If YES give one: _____

Are there geographic subdivisions?

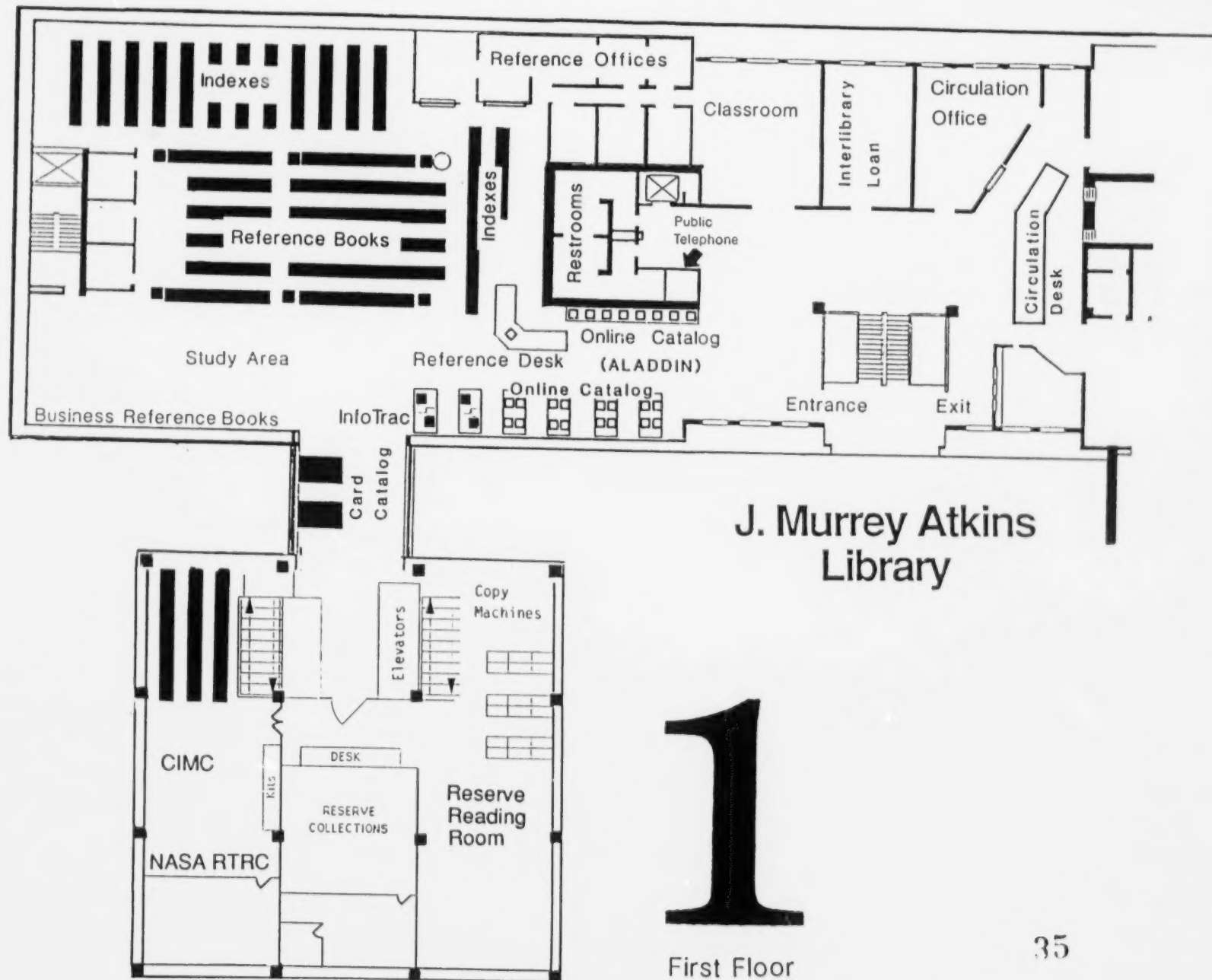
If YES ____ write one of these: _____

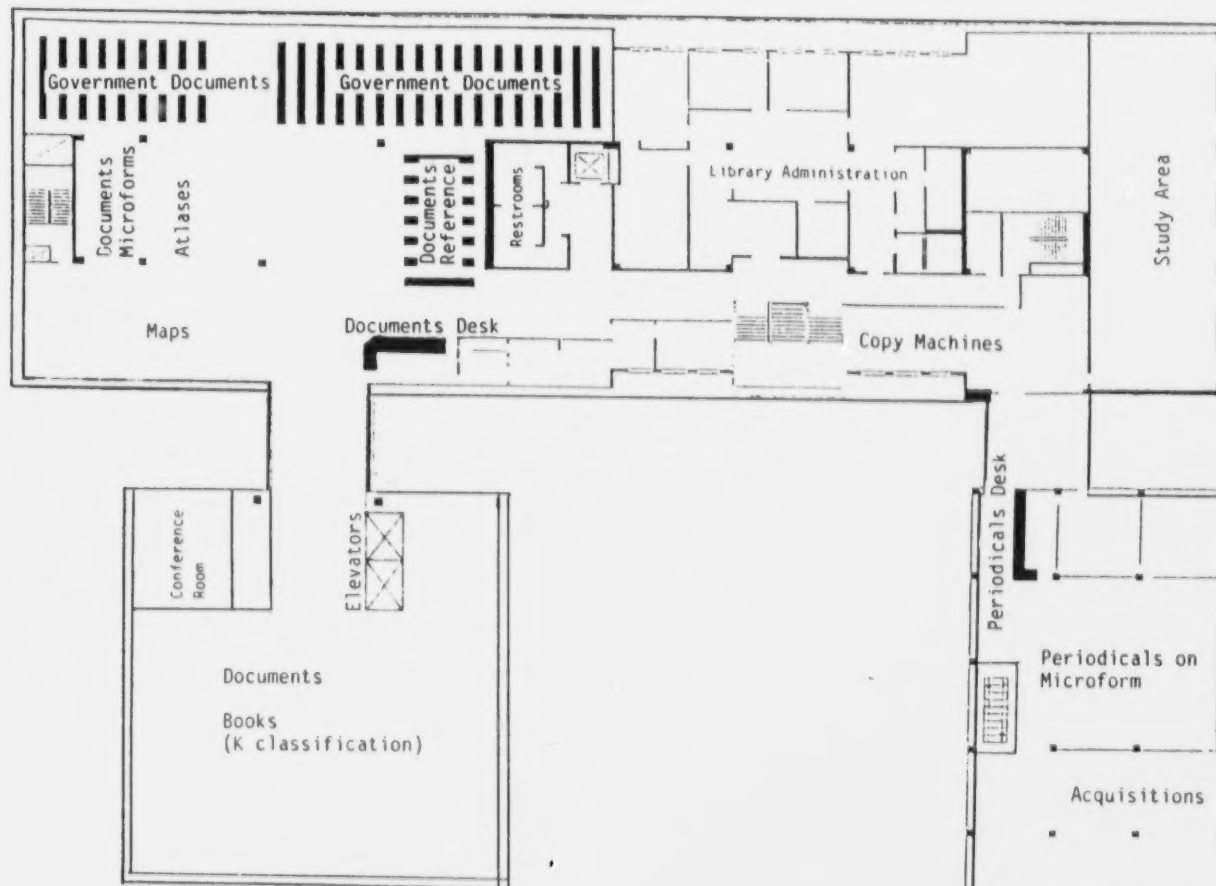
Choose one article on your topic. Write the full citation:

PRE-SEARCHED TOPICS FOR STRATEGIES FOR SEARCHING

ACID RAIN	INCEST
ACQUIRED IMMUNO DEFICIENCY or AIDS	INCOME TAX
AGED or ELDERLY	JOURNALISM
ALCOHOLISM	MICROBIOLOGY
ANOREXIA NERVOSA	MIRACLES or MIRACLE
BANKRUPTCY	NERVOUS SYSTEM
BONDS or BOND	OBESITY
CAPITAL PUNISHMENT	PAIN
CENSORSHIP	PLANETS
CHILD ABUSE	PLASTICS
CHRISTIANITY	POLITICAL CONVENTIONS
COMEDY (literature)	POLLUTION
CORPORATIONS or CORPORATION	PRAYER
DIVORCE	RACE
ELECTIONS or ELECTION	REFUGEES or REFUGEE
FASCISM	SATIRE
FOOD ADDITIVES	SLEEP
FURNITURE	TOTALITARIANISM
GENETIC ENGINEERING	TRAGEDY
HINDUISM	WATER POLLUTION
HORMONES	WETLANDS
HURRICANES	

You may also select the name of any COUNTRY.





2

Second Floor

J. Murrey Atkins
Library